

FRESNO, CALIFORNIA

CLASS SPECIFICATION

FIRE INSPECTOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Fire Inspector is the first and entry level in a five level Fire Prevention series. Incumbents are responsible for conducting **fire and life safety** inspections of new and existing **occupancies** to evaluate compliance with codes and regulations.

The Fire Inspector is distinguished from the Fire Inspector Specialist, which is responsible for performing entry-level plan reviews.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

FRE- QUENCY

1.	Plans and conducts field inspections of existing residential, commercial, industrial, and institutional facilities to assess conformity with State and local fire safety codes, life safety codes, and related ordinances, including: inspecting and testing fire alarms, fire sprinklers, fire pumps, other fire suppression systems, and fire hydrants.	Daily 65%
2.	Inspects and witnesses acceptance testing of new installations for: fire alarms, fire sprinklers, fire pumps, other fire suppression systems and fire hydrants.	Daily 5%
3.	Provides technical advice to property owners, tenants and the general public in the methods of controlling and eliminating hazardous conditions.	Daily 5%
4.	Conducts inspections and permitting of facilities that use, process, handle, and/or store hazardous materials.	Daily 5%
5.	Performs a variety of administrative activities in support of division operations, which includes: creating and maintaining inspection records; preparing reports detailing activities; preparing and issuing citations; researching fire prevention/protection standards and codes; providing technical assistance to Fire company personnel; and, performing other related activities.	Daily 5%
6.	Presents educational programs regarding fire prevention, fire protection, and life safety methods and techniques to property owners, tenants and the general public.	Monthly 5%

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7.	Prepares correction notices and letters associated with inspections and prepares documentation in support of citations or warrants for the arrest of violators, including providing expert testimony in court hearings on criminal and civil matters filed by the Fire Prevention Division on offenses against fire safety laws, ordinances, and regulations.	Occasion-ally 10%	Deleted: initial
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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
8.	Performs other duties of a similar nature or level.	As Required

<u>Training and Experience</u> (positions in this class typically require): <ul style="list-style-type: none"> • Minimum of 60 college semester units or two years full-time paid experience with a Fire Department or inspection experience required; OR <ul style="list-style-type: none"> • An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. 	
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<u>Licensing Requirements</u> (positions in this class typically require): <ul style="list-style-type: none"> • Basic Class C License

<u>Knowledge</u> (position requirements at entry): Knowledge of: <ul style="list-style-type: none"> • Mathematical concepts; • General writing principles and report writing techniques; • Basic Computer Skills; • Recordkeeping principles and practices • Basic geography; • Customer service principles;
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Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Preparing and performing mathematical calculations
- Conducting inspections and investigations
- Providing customer services
- Managing multiple priorities simultaneously
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, disruptive people and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007